
Section 2: Instructions and Forms

- I. Proposal Checklist
- II. Proposal Cover Sheet
- III. Instructions for Preparing Narrative Proposal
- IV. Instructions for Preparing Work Plan
- V. Work Plan Form
- VI. Instructions for Preparing Budget Form
- VII. Budget Form

Proposal Checklist

Proposals must contain all required forms and documents as listed below. Submit documents in the order as listed. **Proposals received without all required documents will be disqualified and not scored, regardless of merit.** Letters and attachments will not be accepted under separate cover. DOC will not contact applicants after proposal submission to complete or improve proposals, and submitted proposals will not be returned. The following required documents must be fully complete and submitted to be eligible for consideration:

- ☐ Signed Proposal Cover Sheet
- ☐ Signed Proposal Checklist
- ☐ Narrative Proposal (6 page maximum)
- ☐ Work Plan Form
- ☐ USGS 8-digit Watershed Map identifying watershed location
- ☐ Budget and Footnote Forms
- ☐ Proof of Match
- ☐ Proof of Partners (if applicable)
- ☐ Organizational Long-Range or Strategic Plan (must contain watershed-related goals)
- ☐ Nonprofit Status Documentation (if Nonprofit)
 - 1. A copy of the organization's 501(c)(3) nonprofit status from the IRS
 - 2. A copy of the organization's Articles of Incorporation and Bylaws
 - 3. A statement from the organization's Board of Directors that certifies funding from DOC will not present a conflict of interest for the Board or any of its members
- ☐ Local Government or Special District Board Resolution authorizing the proposal (if Local Government or Special District)
- ☐ One (1) original of the complete proposal packet. The original should be printed in 12 point font, on 8.5 by 11 inch white paper, be single-sided, and clipped together (not stapled). Do not use covers or binders.
- ☐ Five (5) copies of the complete proposal packet. The copies should be printed in 12 point font, on 8.5 by 11 inch white paper, be double-sided, and clipped together (not stapled). Do not use covers or binders.

I have read the attached proposal and verify that the information provided is true and accurate:

Grant Preparer (Print Name)

Signature and Date Signed

Authorized Organization Official
Print Name and Title

Signature and Date Signed

Proposal Cover Sheet (page 1)

Attach to front of proposal

Applicant: _____

Address: _____

Contact Person: _____

Email: _____ **Phone:** _____

Fax: _____ **Federal Employer ID #:** _____

Requested Amount \$: _____ **Match Amount \$:** _____

Watershed name(s) from Appendix A: _____

8-Digit Watershed Hydrological Unit Catalog (HUC) Code(s): _____

Check the box which best describes the location of the watershed:

- ☐ Watershed drains to the Bay-Delta (located within **green** area on map)
- ☐ Watershed imports water through the Bay-Delta (located within **gold** area on map)
- ☐ Watershed outside CALFED Solution Area (located within **gray** area on map)

Check all CALFED Programs supported in addition to the Watershed Program:

- | | |
|---|---|
| <input type="checkbox"/> Water Use Efficiency* | <input type="checkbox"/> Science |
| <input type="checkbox"/> Ecosystem Restoration | <input type="checkbox"/> Levee System Integrity |
| <input type="checkbox"/> Drinking Water Quality | <input type="checkbox"/> Storage |
| <input type="checkbox"/> Conveyance | <input type="checkbox"/> Water Transfers |

* Watersheds that import water through the Bay-Delta must support the Water Use Efficiency Program

Proposal Cover Sheet (page 2)

State Senate District Number(s): _____

Senator(s): _____

State Assembly District Number(s): _____

Assembly Member(s): _____

Signature of Authorized Organization Official or Contracts & Grants Officer:

By: _____ **Date:** _____

Printed Name: _____

Title: _____

Instructions for Preparing Narrative Proposal

The narrative proposal should provide information that addresses the following areas completely and concisely in the sequence identified below. The narrative proposal must include the following information and must not exceed six pages. Attachments (e.g. maps and support letters) are not considered part of the six-page limit, but keep attachments to a minimum and do not include non-required documents.

A. Executive Summary (1/2 page maximum)

Concisely summarize the purpose and benefits of the proposal as related to CALFED goals for the Bay-Delta.

B. Watershed Location

Using the Watershed Map and list of watersheds (Appendix A), list the official name and the 8-digit USGS Hydrological Unit Catalog (HUC) Code of the watershed(s) in which the watershed coordinator will work. Also identify the county or counties in which the watershed coordinator will work.

Using the procedure below, submit a location map of your watershed. The U.S. Environmental Protection Agency's (U.S. EPA) Surf Your Watershed website provides location maps and information about USGS HUC codes.

1. Go to the U.S. EPA Surf Your Watershed website at:
http://cfpub.epa.gov/surf/locate/hucperstate_search.cfm?statepostal=CA
2. This URL will provide a list of California watersheds.
3. Find your watershed and click on the link next to the watershed's name.
4. The link will provide a small location map of your watershed.
5. Print the page, circle the area(s) in which the watershed coordinator will work, and attach the map to your proposal.

C. Current Watershed Conditions/Potential Benefit to the Watershed

1. Discuss the watershed's current condition and cite any formal studies, reports or research papers that support the description (e.g. CA Unified Watershed Assessment).
2. Discuss specific problems and issues on public and/or private land within the watershed. Briefly explain how a watershed coordinator would help to address these problems.
3. Describe the watershed-related goals in your organization's strategic or long-range plan. Explain how a watershed coordinator would help your organization achieve these goals.

D. Work Plan Discussion

The proposal must include a work plan that addresses issues specific to your watershed and supports CALFED program goals.

1. List the overall **goal(s)** that the watershed coordinator will focus on during the grant period. Goals are a statement of the long-term, broad vision for the watershed. Goals should exhibit significant

benefits for the watershed and may take a while to achieve. For example, a goal may be: To improve water quality in the XYZ River watershed.

2. Identify and discuss the **objectives** that will be used to support the goal(s). Each goal must have one or more objectives. An objective is a significant step that must be completed to achieve the goal(s). Objective statements should focus on the outcome rather than the methods used. For example, an objective related to the goal above may be: To reduce nonpoint source pollution entering XYZ River tributaries.

3. For each objective, discuss the critical **tasks** that will be completed. Describe why this approach was chosen to address issue(s) within the watershed. Describe the connection between tasks and objectives and how they will contribute to the completion of each goal.

4. **Performance Measures:** Explain the methods that will be used to measure the effectiveness of the watershed coordinator's efforts. Each objective must include a performance measure. Performance measures are quantifiable standards that measure the success of an objective and the objective's direct benefit to the watershed. Performance measures are verified through data or information collection. Performance measures are generally reported as numbers, ratios, or counts. Performance measures go a step beyond reporting the completion of activities, the number of meetings held, or the number of attendees at an event. Effective performance measures should quantify the direct benefit to the watershed. For example, the number of acres restored or the percent reduction of sediment entering the watershed could be used to measure direct benefits to the watershed.

5. **Sustainability:** Describe methods or plans to sustain the watershed coordinator position beyond the life of the grant. Include an explanation of how the organization will plan to maintain funding for the watershed coordinator position.

E. Support of CALFED Bay-Delta Programs

In addition to supporting the CALFED Watershed Program, proposals must support additional CALFED Programs. Refer to Table 1 (page 2) for a list of authorized CALFED programs. Each CALFED program has a program plan containing a unique set of goals for the Bay-Delta. Plans and goals for each CALFED program can be found on the CALFED website at <http://calwater.ca.gov>.

Using the Watershed Map (Appendix A) and the location of your watershed, determine which of the three conditions below your watershed falls under. Based on the condition category for your watershed, provide the required information.

Condition 1 (green area on Watershed Map): The watershed is located within the CALFED Solution Area and drains to the Sacramento-San Joaquin Delta or San Francisco Bay. Provide the following information:

- a. Watershed coordinator work plans must support the Watershed Program and at least one other CALFED program. List the additional CALFED programs that the watershed coordinator will support.
- b. For each of the CALFED programs supported, list the specific program goals the coordinator will address, and explain how your work plan will support these goals.

Condition 2 (gold area on Watershed Map): The watershed is located within the CALFED Solution Area, imports water through the Delta, but does not drain to the Bay-Delta. Provide the following information:

- a. At a minimum, the watershed coordinator work plan must support the CALFED Watershed Program and the CALFED Water Use Efficiency Program. List any other CALFED programs the watershed coordinator will support.
- b. For each of the CALFED programs supported, list the specific program goals the coordinator will address, and explain how your work plan will support these goals.

Condition 3 (gray area on Watershed Map): The watershed is located outside the CALFED Solution Area:

- a. Provide a detailed explanation of the watershed's current direct or indirect connection to the Bay-Delta. Proposals must describe how the coordinator's activities will result in direct benefits to the Bay-Delta system.
- b. Watershed coordinator work plans must support the Watershed Program and at least one other CALFED program. List the CALFED programs the watershed coordinator will support.
- c. For each of the CALFED programs supported, list the specific program goals the coordinator will address, and explain how your work plan will support these goals.

F. Support for Overall Watershed Efforts

Describe how the proposed work plan will help support published watershed goals identified by other entities, such as counties or cities, Regional Water Quality Control Boards, Coordinated Resource Management and Planning groups, watershed councils, EPA, etc.

G. Partnering

Partners are defined as organizations, government agencies, private citizens or volunteer groups that provide matching funds or in-kind services. Identify all organizations and entities that have committed cash or in-kind contributions. Describe in detail each partner's contribution, the history of the partnership, and how the contribution will support the work plan and the watershed coordinator position. Attach supporting documents after the Budget Form.

H. Cooperation

Cooperation is defined as working with other organizations, government agencies, or groups to ensure that all entities work in harmony and do not duplicate efforts.

1. Describe existing or planned watershed-related cooperation with other organizations operating within the watershed.
2. Describe in detail efforts taken to ensure cooperation within the watershed.

Instructions for Preparing Work Plan

1. Proposals must include a complete, detailed work plan(s).
2. A blank work plan form is attached (page 21) and electronic copies are available at: <http://www.consrv.ca.gov/dlrp/rcd>
3. Use the following instructions to complete the work plan form. Additional guidance is included throughout the RFP, particularly in the evaluation criteria section.
4. A goal may contain more than one objective. Each objective should have a separate work plan that identifies all critical tasks. An example work plan is provided in Appendix B.

ITEM	INSTRUCTIONS
(A)	List the single organization that is administratively and legally responsible for the grant.
(B)	Using the watershed list in Appendix A, list the official watershed name.
(C)	Identify the watershed goal the watershed coordinator will work to accomplish. A goal may have more than one objective.
(D)	List the objective, as described in the narrative proposal that supports the goal. If there is more than one objective per goal, each objective should be outlined on a separate work plan. Objectives should be well conceived and planned.
(E)	Identify the performance measure that will determine the benefit to the watershed of meeting the goal and objective. Performance measures are identified using counts, percentages, or ratios. Performance measures are quantifiable standards that measure the success of the objective and the objective's direct benefit to the watershed.
(F)	List and number critical tasks sequentially with the first digit corresponding with the objective number and the subsequent digits identifying the task number. For example, task number 1 of objective 1 would be written as "1.1." The next task would be numbered as "1.2" and so forth. Objective 2 would be numbered 2.1, 2.2, etc.
(G)	Write a short sentence with sufficient detail to describe the task. Tasks should capture critical activities that ensure completion of the objective. Tasks help determine if the objectives are being accomplished. Identify sufficient tasks under each objective to clearly explain how the objective will be met.
(H)	Describe the desired results/outcomes for each task. For example, if the watershed coordinator will recruit volunteers for water-quality monitoring, the completion of the task may be indicated by the recruitment of 10 volunteers. Therefore, "10 volunteers recruited" would be written in the task completion column.
(I)	Provide realistic time periods for each task. The time periods may vary depending on the task. For example, they may span several months, a month, or a day (e.g. January – March, September, September 15, 2004, etc.).



Work Plan Form

Applicant: (A)

Watershed Name: (B)

Watershed Goal: (C)

Objective #__: (D)

Performance Measurement: (E)

Task Number	Description of Task	Task Completion	Implementation Schedule
(F)	(G)	(H)	(I)

Instructions for Preparing Budget Form

1. A completed budget form must be submitted.
2. A blank form is attached and electronic copies are available at: <http://www.consrv.ca.gov/dlrp/rcd>.
3. This is a 3-year grant program. Therefore, budgets must outline all anticipated costs and match funding for years 1 – 3.
4. Use the following guidelines to complete the form. Additional guidance is also included throughout the RFP. *An example is provided in Appendix C.*
5. **All costs and match must directly support the watershed coordinator position and the work plan.**

ITEM INSTRUCTIONS

(A) The single organization that is administratively and legally responsible for the grant.

(B) Total dollars required to achieve the goals and objectives. Item (B) includes grant amount requested from DOC and matching funds, both in-kind and cash.

Item (B) = Item (C) + Item (D) + Item (E).

(C) Amount of funding being requested from DOC to support the watershed coordinator and associated direct costs.

6. A significant goal of DOC and CALFED is to maximize collaboration, partnerships, and cooperation throughout the watershed. Applicants will be awarded points for cash and in-kind match contributions. The greater the match contribution, the more points awarded. More points will be awarded for cash contributions (refer to tables on page 9). Match must come from non-CALFED sources. Examples include private, city, county, state or federal contributions of time or money. Only allowable costs, such as salaries, benefits or directly associated expenses, are eligible to be used as match. Partners may provide in-kind, cash or both.

(D) Identify all sources of in-kind matching funds. In-kind (non-cash) contributions may include the use of non-CALFED, or third party contributed, real or personal property or equipment. The formula used to compute in-kind expenditures must be reasonable. Describe in the footnotes “description/explanation” section (item O) the method used to calculate the value of in-kind amounts.

(E) Cash includes money designated in a checking or savings account or guaranteed cash contributions from a federal grant or other non-CALFED source. It may include city, county, private, federal, state or other contributions. It must be a liquid asset and available to support the watershed coordinator position. It must be supported by evidence of a specific, dedicated bank account, a letter of grant award or other binding financial documents.

- (F) For each budget item, indicate if there is a footnote. If not, leave this space blank. Footnotes must be in numerical sequence and identified on both pages 1 and 2 of the budget.

7. **Grant only pays for watershed coordinator salary and direct support costs.** Budgets may include salaries, benefits, rent, required minor equipment, operating expenses, and technical software (see *Section V. Authorized Costs and Matching Funds* on page 3). This list is not exhaustive and other items not identified on the list may be included in the budget, if justified in the work plan.

Costs that are project driven and do not directly support the watershed coordinator position are not reimbursable nor allowable as match. Costs associated with projects are **not** fundable. Non-allowable costs include: construction materials; machinery, field tools, printing costs for project literature, project mailing costs; heavy equipment rental; major equipment purchases (see *Section V. Authorized Costs and Matching Funds* on page 3). This list is not exhaustive.

If a proposal contains funding for an item that is not allowable, or contains an item that costs more than the norm, DOC may elect to fund the grant at a lower level, after consultation with the applicant.

All expenditures must be justified and support the coordinator position and the work plan. For all expenditures (except personnel), provide a brief explanation of the need for the expenditure and how it will enable the watershed coordinator to accomplish the work plan.

ITEM **INSTRUCTIONS**

- (G) This includes the watershed coordinator's salary. List the total hours for three years and the hourly rate used to calculate the total amount. This applies to consultants, contractors or employees. No other salaries will be reimbursed. The total number of hours for the watershed coordinator shall not exceed 6,240 hours.

Volunteers donating time can only be included as an in-kind contribution.

Time donated by a technical expert is considered an in-kind contribution, if paid for by a partner. If the applicant pays the technical expert for his or her time, it is considered a cash match.

Match contributions of time by volunteers or technical experts must be broken down to reflect total hours and an hourly wage rate. Wages should be based on geographical area, the type of work being performed and the expertise required. The rate must be reasonable. To qualify as match, volunteers or technical experts must support the watershed coordinator's duties and the work plan.

- (H) DOC will reimburse actual benefits, but benefits cannot exceed 32% of the salary identified for the watershed coordinator. Benefits may include health insurance, retirement, employer's portions of social security and Medicare, worker's compensation, etc. Benefits exceeding 32% are not allowable for reimbursement or for match. Provide an itemized

breakdown of all benefits in the footnotes. Benefits will not be reimbursed for any other position.

- (I) 1. Identify any equipment that will be reimbursed using DOC funds or used as an in-kind match. Equipment listed must support the watershed coordinator position and tasks identified in the work plan.

2. Equipment that will be used for specific projects is not allowable.

3. For certain costs, there is a maximum authorized amount that may be budgeted, if fully justified and supports the work plan:
 - (a) Testing, sampling, and other similar expenditures - \$1,500 (cumulative total)
 - (b) Computers: desktop - \$1,500; or laptop - \$2,000
 - (c) Digital Camera plus accessories – \$500
 - (d) GIS software - \$1,500
 - (e) Attendance at watershed related seminars, workshops, and conferences is limited to \$800/year (total not to exceed \$2,400)
- (J) Only operating costs that support the watershed coordinator position are eligible. Mileage is based on actual miles traveled, but is authorized up to 34 cents per mile.
- (K) Subtotal all the columns.
- (L) Administrative costs are authorized for reimbursement or as a match up to a maximum of 15% of DOC's contribution (15% of Subtotal in the "DOC Grant" column). These costs do not need to be separately justified. Typical administrative costs include secretarial assistance, supervision of the coordinator, accounting costs, financial management, liability insurance, etc. Therefore, these types of costs should not be listed separately.

Contractor or consultant administrative costs will be deducted to reflect the allowable 15% administrative cost authorized. Administrative costs exceeding the authorized 15% are not allowable for reimbursement or for match.
- (M) Total all the columns.
- (N) Calculate the "Match Percentage Provided" using the following process:
 - 1. In-kind: $(\text{total in-kind match provided by applicant}) / (\text{total amount being requested from DOC})$
 - 2. Cash: $(\text{total cash match provided by applicant}) / (\text{total amount being requested from DOC})$
- (O) 1. All line item expenditures, except administration, must be justified in this section. Identify and describe the method used to compute the cost (including benefits). This

requirement applies to all costs; those being reimbursed by DOC, as well as line items being used for match, both in-kind and cash.

2. Each source of match (partner) must be identified by name. Use footnotes to identify which specific expenditure(s) was provided by that partner's contribution (see Appendix C for an example). Partner contributions must be broken down into two categories: in-kind and/or cash.

(P) 1. Attach support documents to the budget that clearly demonstrate the partner's financial commitment and validates the contribution. Support documents include letters of intent, grant agreements, letters of commitment, Memorandums of Understanding, etc. An individual authorized to financially bind the organization must sign the documents.

2. In-kind or cash contributions from the organization submitting the proposal must be documented in a commitment letter authorized by the organization's senior leadership and signed by the authorized officer. The letter must specifically describe the amount of the cash match and certify that the money is from a non-CALFED source. The letter must also describe the in-kind contributions and assign a monetary value to each.

8. **Any expense that is not specified in the budget is not eligible for funding. DOC reserves the right to eliminate any expenditure that does not support the watershed coordinator's position or is not fully justified.**

DOC cannot anticipate funding constraints and criteria associated with other grant programs. It is the responsibility of the applicant to consult with other grantors/funding sources to ensure that the use of those funds as match is acceptable and consistent with other funding requirements.



Budget Form (page 1)

Applicant: (A)

	Total Budget (B)	DOC Grant (C)	In-Kind Match (D)	Cash Match (E)	Footnote (F) [Explain on page 2]
Salaries and Wages (G) <i>For each position list: ____ hours @ \$ __/hr</i>					
Watershed Coordinator (Only authorized position for funding)					
Benefits (H)					
Equipment (I)					
Operating Costs (J)					
Subtotal (K)					
Administration (L)					
TOTAL (M)					
Match Percentage Provided (N)	N/A	N/A			N/A

Budget Form - Footnotes (page 2)

Footnote (F)	Description/Explanation (O)	Support Documents Attached (Yes/No) (P)